



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HIGHWAY SUPERINTENDENT I

Job Number: 20000429

Job Code: 10630V161216

Job Group: 1000 - SEMI-SKILLED & MAINTENANCE TRADES

Job Established: 06/16/1982

Job Revised: 12/16/2016

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$17.885 - Hourly

\$2,906.32 - 37.5 Hr. Monthly Salary

\$3,100.00 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises a work unit in the highway maintenance and repair of roads or work on special highway projects in an assigned area. Inspects work for completion. Coordinates special assignments and projects with appropriate authorities. May serve as Superintendent II on a temporary basis; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have six years of highway road maintenance or construction trades experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license and a valid Class A commercial driver's license with tank vehicle endorsement prior to appointment in this classification. <http://transportation.ky.gov/driver-licensing/> Within the six months probationary period, must learn the operation of computerized management systems such as the Equipment Management System and the Operations Management System. Must exhibit sufficient management skills to supervise a unit of employees. Within six months probationary period, must have successfully completed training in policy management, safety and traffic control, and work

performance evaluation and show progress in the completion of the Kentucky Department of Highways Superintendent Training Program. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assigns, schedules and assists highway work units in the maintenance and repair of roads, bridges, culverts, guardrails, roadside vegetation, traffic signs, pavement markings, delineation, etc. within specialized areas. Inspects work for completion. Maintains and completes records and reports (including electronic) on personnel, equipment and supplies. Maintains an adequate inventory of materials, equipment and supplies. Receives, reviews and provides disposition of complaints from the public and employees. Follows purchasing procedures for procuring necessary materials and supplies. Interprets department policies and procedures. Ensures safety of employees. Evaluates conditions of existing highway features. Coordinates special assignments and projects with appropriate authorities.

UNIQUE PHYSICAL REQUIREMENTS:

Incumbents in this job title must possess the ability to walk, sit, stoop and bend. Must be able to lift and carry 50 pounds. Must be able to respond to emergencies.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents in this job title typically perform their work at a highway maintenance facility, at work sites throughout the assigned work area, and when necessary, district wide. Must be able to work extended hours and be outside supervising the work units during inclement weather.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.